# SLDS District Security Administrator

The SLDS District Security Admin is the district's superintendent or an individual designated by the superintendent. It is recommended that a district does not have more than two District Security Administrators.

If at any time a district needs to designate a new individual, the current District Security Admin is responsible to contact the EduTech Help Desk and assist in assigning a new District Security Admin.

## Responsibilities of the District Security Administrator

- Request permissions for new SLDS and eTranscript users
- Annually re-authorize permissions for current SLDS and eTranscript users – August 1
- Annually communicate to all SLDS users to complete the FERPA training – September 1
- Ensure compliance of Data Sharing Agreements

## Permissions to New SLDS and eTranscript Users

Permission needs to be granted to new users of the SLDS and eTranscript. A process has been put in place and must be started at least one week prior to the date account permissions are needed.

The checklist for new SLDS Permissions can be found at:
https://slds.ndcloud.gov/Data%20Governance/Shared%20Documents/Final%20Checklist%20for%20SLDS%20Permissions.pdf

When requesting eTranscript permissions, an EduTech Help Desk Ticket must be submitted by the District Security Admin with the individual's name, email address, teacher license number, and school for using eTranscript.

## Re-authorization of Permissions for Current SLDS and eTranscript Users

Log into the SLDS security application at: https://edportal.nd.gov/slds/login.aspx

The re-authorization of current permissions, provides the opportunity for the District Security Admin to review all users of the SLDS and eTranscript and to re-authorize only those users that need to continue access to the SLDS or eTranscript.

Access to all SLDS and E-Transcript users, except the District Security Administrator, will expire on August 1st each year. This means users will be unable to access school data until the accounts are re-authorized. In addition, the disabling of access for a user can be done at any time through out the school year by the District Security Admin. It is recommended to review the list of users at least once after the school year begins because of the staffing changes that can occur after August 1st.

To guide you through the process, The Re-authorization of Permissions document is available at:
https://sldsqa.ndcloud.gov/Data%20Governance/Shared%20Documents/SLDS%20security%20admin%20guide%20final.pdf

## FERPA training

The SLDS District Admin needs to communicate to all SLDS users to complete the annual FERPA training.  ND Century Code requires the provision of **annual** training to individuals who access the SLDS. Starting annually on September 1$^{st}$, the training will need to be completed 30 days after the users **first login** to the SLDS to complete the training and certify completion.

To walk you through the process, The FERPA Annual Training document is available at: https://slds.ndcloud.gov/Data%20Governance/Shared%20Documents/FERPA%20annual%20training%20for%20SLDS 2015%5B1%5D.pdf

To view users that have completed the training, log into the SLDS>**ND District Security Report**>Click Apply.

## Data Sharing Agreements

The SLDS will be adding a new feature to assist you with managing agreements with individuals and entities who have access to student information as required in your student data protection policy. The feature will allow the upload and storage of your data sharing agreements with REAs, other school districts, special education units, institutions of higher education and third party vendors. This is an ideal place to store release forms for assessment data. Review and revise annually.

To upload data sharing agreements to the SLDS, log into the SLDS security application at: https://edportal.nd.gov/slds/login.aspx

## Resources

Available resources are found on the SLDS website within the Guidance for Districts page on the Data Governance tab.

https://slds.ndcloud.gov/Data%20Governance/SitePages/Guidance%20for%20Districts%20and%20Schools.aspx